

*Salary Information is listed by Salary Grade. Scroll down the schedule to find the desired Job Title. Salaries are listed in bi-weekly or hourly rates.*

GRADE 07C

	(1)	(2)	(3)	(4)	(5)	10-yr (6)	15-yr (7)	20-yr (8)	25-yr (9)
04/26/08	876.05	935.84	968.86	1001.82	1039.68	1059.23	1098.69	1111.97	1125.25

GRADE 08C

04/26/08	895.60	954.23	987.17	1024.99	1059.23	1082.46	1122.20	1135.48	1148.79
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GRADE 09C

04/26/08	912.66	977.41	1009.17	1047.00	1082.46	1105.65	1148.91	1162.19	1175.50
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GRADE 10C

04/26/08	933.43	993.25	1028.68	1061.69	1100.71	1130.61	1175.73	1189.00	1202.29
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GRADE 11C

04/26/08	946.89	1015.25	1049.42	1087.27	1130.61	1158.33	1201.10	1214.40	1227.69
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GRADE 12C

316C OFFICE ASSISTANT I

04/26/08	968.86	1039.68	1076.33	1114.75	1158.33	1183.36	1231.21	1244.48	1257.77
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GRADE 13C

04/26/08	987.17	1059.23	1097.03	1139.84	1188.62	1214.45	1268.78	1282.08	1295.36
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GRADE 14C

04/26/08	1009.17	1082.46	1124.00	1164.87	1212.97	1248.65	1296.27	1309.59	1322.86
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GRADE 16C

04/26/08	1051.89	1131.93	1175.46	1225.88	1277.13	1309.86	1367.11	1380.38	1393.69
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GRADE 18C

## 317C OFFICE ASSISTANT II

	(1)	(2)	(3)	(4)	(5)	10-yr (6)	15-yr (7)	20-yr (8)	25-yr (9)
04/26/08	1097.03	1188.62	1237.26	1288.51	1346.93	1381.11	1439.41	1452.71	1465.96

GRADE 19C

04/26/08	1124.00	1212.97	1267.14	1322.73	1381.11	1418.13	1475.57	1488.82	1502.11
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GRADE 21C

04/26/08	1175.46	1277.13	1332.67	1393.91	1453.74	1493.59	1556.52	1569.79	1583.10
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GRADE 22C

04/26/08	1203.14	1311.38	1375.40	1435.22	1497.94	1539.23	1604.20	1617.49	1630.76
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GRADE 23C

04/26/08	1237.26	1346.93	1405.29	1469.40	1530.67	1573.38	1637.43	1650.71	1664.05
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GRADE 24C

## 318C OFFICE ASSISTANT III

## 210B WORKERS COMPENSATION CLAIMS PROCESSOR

04/26/08	1269.99	1382.48	1445.18	1512.13	1576.24	1620.35	1688.05	1701.33	1714.63
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GRADE 25C

04/26/08	1301.30	1418.13	1479.35	1542.08	1610.38	1655.98	1725.66	1738.95	1752.22
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GRADE 26C

04/26/08	1336.95	1457.99	1523.56	1591.88	1661.66	1705.83	1779.16	1792.46	1805.72
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GRADE 27C

04/26/08	1336.95	1463.73	1530.67	1603.28	1675.90	1724.30	1797.92	1811.20	1824.49
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GRADE 28C

04/26/08	1375.40	1497.94	1569.07	1637.43	1712.95	1759.98	1841.30	1854.58	1867.85
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GRADE 29C

319C OFFICE ASSISTANT IV

	(1)	(2)	(3)	(4)	(5)	10-yr (6)	15-yr (7)	20-yr (8)	25-yr (9)
04/26/08	1408.14	1542.08	1616.12	1688.76	1768.50	1818.35	1894.78	1908.09	1921.40

GRADE 30C

04/26/08	1449.48	1581.87	1660.26	1735.77	1815.53	1865.35	1946.84	1960.12	1973.41
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GRADE 31C

310C HUMAN RESOURCES ADMINISTRATIVE COORDINATOR

320C EXECUTIVE ASSISTANT I

209B SENIOR WORKERS COMPENSATION CLAIMS PROCESSOR

04/26/08	1487.88	1626.08	1700.17	1781.31	1863.96	1916.63	1996.03	2009.32	2022.62
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GRADE 32C

04/26/08	1529.24	1673.07	1751.41	1832.64	1918.05	1973.65	2059.60	2072.89	2086.17
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GRADE 33C

402C BENEFITS SPECIALIST

04/26/08	1570.49	1721.52	1799.84	1883.88	1973.65	2029.14	2115.96	2129.25	2142.55
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GRADE 034

04/26/08	1616.12	1768.50	1848.30	1935.13	2029.11	2084.70	2175.23	2188.58	2201.84
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GRADE 34C

04/26/08	1616.12	1768.50	1848.30	1935.13	2029.14	2084.70	2175.23	2188.58	2201.84
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GRADE 36C

04/26/08	1705.83	1866.79	1956.55	2050.55	2144.55	2207.23	2303.91	2317.19	2330.53
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GRADE 37C

04/26/08	1752.46	1917.41	2009.39	2105.79	2245.03	2293.11	2389.77	2403.03	2416.33
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**BENEFITS:****PROBATION PERIOD**

Effective January 1, 2006: Employees in this bargaining unit shall serve a one (1) year probation period.

**VACATION**

<u>Years of Service</u>	<u>Hours of Vacation</u>
1st year thru 4th year	12 days (.0462) - P
5th year thru 9th year	18 days (.0692) - J
10th year thru 15th year	21 days (.0808) - E
16th year thru 23rd year	25 days (.0962) - G
24th year and thereafter	28 days (.1077) - R

Vacation accrual rate shall be determined based on calendar years of service for both part-time and full-time employees.

**HOLIDAY ELIGIBILITY**

In order to be eligible for holiday with pay, an employee must be employed as of the date of the holiday and have paid hours, excluding overtime, on the payroll for that pay period. Paid hours include hours actually worked, vacation time used, compensatory time used, paid leave and sick leave.

**SEVERANCE PAY****Effective January 1, 2008:**

A minimum of 14 years of service and 600 hours of sick leave credits at the time of his/her separation of service from the City.\*

Minimum 14 years of service and Severance  
accrued sick leave credits of:

600	\$ 4,000
700	\$ 5,000
800	\$ 6,000
900	\$ 7,000
1000	\$ 8,000
1100	\$ 9,000
1200	\$10,000
1300	\$11,000
1400	\$12,000
1500	\$13,000
1600	\$14,000
1700	\$15,000
1800	\$16,000

\*For employees hired or transferred to the City after 2/27/98, any time spent working for the I.S.D. #625 will not count toward their length of service for severance pay.

### **SEVERANCE PAY (Continued)**

For any employee who is eligible to receive severance from the City, the City will contribute 105% of the full amount of their severance payment to a Post Employment Health Plan (PEHP) in lieu of any cash payment to the employee. (Payment made in February of the year following year of retirement.)

### **2008 HEALTH INSURANCE**

Single: The Employer will contribute \$427.25 - \$525.51 per month for the 2008 single insurance contribution depending on the employee's plan choice.

\$100 per month will be deposited to an employee Flexible Spending Account for those employees choosing the SINGLE Open Access Deductible plan and who made the Flexible Spending Account Election during Open Enrollment or at time of eligibility.

Family: The Employer will contribute \$901.86 - \$1040.75 per month for the 2008 family insurance contribution depending on the employee's plan choice.

Three-quarter employees (3/4) - Employer will contribute 75% of single/family insurance premium.  
Half-time employees (1/2) - Employer will contribute 50% of the single/family insurance premium.

### **OVERTIME**

Compensatory time on a time and one-half basis or by being paid on a time and one-half basis for such overtime work.

### **REINSTATEMENT AFTER LAYOFF**

Two years

### **CALL-IN PAY**

When an employee is called to work, he/she shall receive two hours pay if not put to work. If he/she is called to work and commences work, he/she shall be guaranteed four hours pay.

### **OUT OF TITLE**

After ten (10) consecutive days

### **FUNERAL LEAVE**

Three (3) days of such leave to attend the funeral of the employee's grandparent or grandchild.

Leave with pay for such period of time as the Head of the Department deems necessary, on account of death of the employee's mother, father, spouse, child, brother, sister, mother-in-law, father-in-law, or other person who is a member of the household.

### **UNION LEAVE**

Any employee elected or appointed to a full-time paid position by the exclusive representative may be granted a leave of absence without pay for not more than one year for the purpose of conducting the duties of the exclusive representative.

**SICK LEAVE FOR DEPENDENT CARE**

In the case of a serious illness or disability of an employee's child, parent or household member, the head of the department shall grant leave with pay in order for the employee to care for or make arrangements for the care of such sick or disabled persons. Such paid leave shall be drawn from the employee's accumulated sick leave credits. Use of such sick leave shall be limited to 40 hours per incident.

**SICK LEAVE ACCRUAL**

Effective January 1, 2006: Sick leave shall accumulate at the rate of .0539 of a working hour for each full hour on the payroll, excluding overtime. 14 days per year.

**POST EMPLOYMENT HEALTH PLAN**

Employees with at least one (1) year of service shall be eligible for an Employer contribution of \$260 into a Post Employment Health Plan account. To be paid by April 1 of the following year. (See Article 25 for eligibility requirements.)